

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEGE04632771

Changes to the Job Announcement: N/A

Opening Date: January 23, 2004

Closing Date: February 06, 2004

Position: Secretary (OA), GS-0318-7
Salary: \$33,341 - \$43,456 Annual
Place of Work: US Army Engineer District-Baltimore, Planning Division,
Duty Station: Baltimore, MD
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: 01

Duties: Serves as the secretary to the Chief and Assistant Chief, Planning Division, performing a variety of clerical, typing, and administrative duties. Applies an intimate knowledge of the channels of authority, other agencies, organizations, key personnel, etc., in accomplishing functions. Receives telephone calls and personnel callers. Maintains supervisors appointment calendar. Makes travel arrangements and hotel accommodations. Explains reports requirements and arranges with Branch Chiefs for the collection and submission of data for assembly into general reports of the Office. Reviews all reports and correspondence prepared for supervisors signature. Receives, reviews, and segregates incoming mail. Independently composes and types, in final form letters and various reports. Prepares special reports and/or assembles data on personnel matters such as budgetary data for salaries and projected salary increases. Performs a variety of miscellaneous duties and other duties as assigned.

Who May Apply:

- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:

CANDIDATES MUST MEET SPECIALIZED EXPERIENCE that has equipped the

applicant with the particular knowledge, skills and abilities to perform the duties of the position and that are typically in or related to a variety of secretarial, administrative and office automation duties to include, preparing correspondence with procedural and grammatical accuracy; receiving visitors and answering phones; maintaining supervisors calendar, and maintaining files. Typing - Any Grade: Qualified typist is required (40wpm). GS-06 and above: One year of experience directly related to the occupation and equivalent to the next lower grade level. Education is not creditable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position. One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled. Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Other Information:

Permanent Change of Station (PCS) expenses are not authorized.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply:

Self-nomination must be submitted by the closing date. Resume must be on file in our centralized database.

Point of Contact: Taunya Stewart, NECPOC, 410-306-1208

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.